



CREDIT TRANSFER/RECOGNITION OF PRIOR LEARNING (RPL)

This form is required to be completed, as per the ESOS/National Code Standard 2.

ALL SECTIONS OF THIS FORM MUST BE COMPLETED

SECTION A - STUDENT DETAILS

International student number:

Learner number (if applicable):

Family name:

Given name/s:

Course name:

Course code:

SECTION B - HEAD TEACHER TO COMPLETE

DETAILS OF CREDIT TRANSFER/RPL GRANTED

NAME AND NUMBER OF UNIT	TOTAL DELIVERY HOURS/SEMESTER

As a result of Credit transfer/RPL, the student is expected to complete the course by (DD/MM/YYYY):

UNITS ENROLLED IN CURRENT SEMESTER

NAME AND NUMBER OF UNIT	NUMBER OF HOURS/SEMESTER	UNIT COST (TAFE International Office use only)

Head teacher's name:

Head teacher's signature:

Student declaration: I accept credit/RPL, as stated in section B, and any changes to my course duration (if applicable).
Yes No

Student's name:

Student's signature:

SECTION C - INTERNATIONAL STUDENT OFFICER TO COMPLETE

TISIMS action:	<input type="text"/>	Date (DD/MM/YYYY):	<input type="text"/>
PRISMS action:	<input type="text"/>	Date (DD/MM/YYYY):	<input type="text"/>
Finance action:	<input type="text"/>	Date (DD/MM/YYYY):	<input type="text"/>
Letter sent to student:	<input type="text"/>	Date (DD/MM/YYYY):	<input type="text"/>
Staff name:	<input type="text"/>	Date (DD/MM/YYYY):	<input type="text"/>

NOTES

APPLICATION FOR CREDIT TRANSFER/RPL

TAFE NSW RTOs are responsible for the assessment and approval of Credit transfer/RPL.

Students applying for Credit transfer/RPL must provide supporting documents such as relevant qualifications, reports. Information on how to apply for recognition is available at enrolment and your teacher can advise you on how to submit your application.

Refusal to approve Credit transfer/RPL can be appealed through the complaints and appeals process.

As an international student you must be studying full-time. If approved Credit transfer/RPL reduces your study hours you may be required to study additional elective units to make up a full-time program.

IMPACT ON VISA

TAFE NSW International issues e-confirmation of enrolment (e-coe) and reports changes to enrolment on PRISMS.

If the grant of Credit transfer/RPL reduces the duration of the course, TAFE NSW International will issue an amended e-coe for the student. The student must contact the Department of Home Affairs (DoHA) to check any effect on the length of the visa.

FEES

TAFE NSW International course fees policy states that where there is an approved variation to a standard full time program and the hours of tuition are less than the standard delivery hours per semester for that program, a pro-rata tuition fee will apply based on your enrolled study load.

In order to calculate the fees, TAFE NSW International must be advised of the units enrolled in the semester, by completion of the Units enrolled section of this form.

HIGHER EDUCATION COURSES

If you are approved to enrol in less than a standard semester load due to Credit transfer/RPL then your fees will be charged on a per unit basis.

Please send the completed form and supporting documents to: intcompliance@tafensw.edu.au